



KURT P. HENKE  
Fire Chief

# Sacramento Metropolitan Fire District

## Community Risk Reduction Division

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## GENERAL BUSINESS CHECKLIST

### Conditions:

#### Exterior

- ☐ Fire lane is identified and free of obstructions.
- ☐ Building and/or suite address is illuminated and visible from fire access.
- ☐ Fire access gates are maintained and operable.
- ☐ Knox key box, switch or padlock is provided and maintained.
- ☐ Dumpsters are minimum 5 feet from combustible walls, openings or roof eave lines.
- ☐ 30 feet from weeds, grass, brush, trash, and other combustible material to building is provided and maintained.
- ☐ Fire Department Connection (FDC) is painted, addressed, accessible, provided 3 foot clearance and caps.
- ☐ Fire hydrant is painted, accessible and provided 3 foot clearance.

#### Exiting

- ☐ Exits are equipped with operable exit hardware and openable without the use of a key, special knowledge or effort.
- ☐ "This Door to Remain Open During Business Hours" sign is provided at main exit, where applicable.
- ☐ Exit signage is provided, maintained and illuminated, where applicable
- ☐ Emergency illumination is provided and maintained, where applicable.
- ☐ Occupant load signage is legible and posted in conspicuous location, where applicable.
- ☐ Exit doors, aisles, hallways, corridors and stairs are free from obstructions.
- ☐ Storage is not located in rated enclosures or under unprotected stairs.

#### Fire Separation

- ☐ Self-closing or automatic closing assembly is provided and maintained.
- ☐ Rated construction and opening protectives are provided and maintained.

### Fire Protection Equipment

- ☐ 5 year certification is provided and maintained for sprinkler and standpipe systems.
- ☐ 3 foot clearance is provided around all fire equipment.
- ☐ Control valves are monitored and secured in open position.
- ☐ Damaged, painted or missing sprinklers are replaced.
- ☐ Sprinkler coverage is adequate.
- ☐ Spare sprinklers (minimum 6 or 2 of each type) are provided.
- ☐ 6 month certification is provided and maintained for kitchen hood system.
- ☐ Kitchen hood is clean and free of grease accumulation.
- ☐ Fire detection and alarm system is provided and maintained.
- ☐ Fire detection and alarm system monitoring and maintenance agreement is provided.

### Fire Extinguishers

- ☐ 2A:10B:C rated fire extinguisher(s) is provided and mounted with top 5 feet above floor and travel distance does not exceed 75-feet.
- ☐ Extinguisher is accessible, serviced and tagged within last year.

### Electrical

- ☐ Cover plates are provided at exposed junction boxes.
- ☐ Spacers are provided at exposed circuits at electrical panels.
- ☐ 30 inch clearance is provided at electrical panel.
- ☐ Electrical wiring is protected from damage and is not exposed.
- ☐ Extension cords are not used.
- ☐ Power strip with over current protection is utilized where additional outlets are needed.
- ☐ High power devices (i.e. refrigerator, microwave, etc.) are plugged directly into outlet.
- ☐ Power strip(s) are plugged directly into outlet.

### Hazardous Materials

- ☐ Storage and/or use do not exceed maximum allowable quantities and/or number of control area(s).
- ☐ Material Safety Data Sheets (MSDS) are readily available on site.

- ☐ Hazardous material storage cabinets are UL listed, labeled, constructed of 18 gauge steel and equipped with self-closing and latching door.
- ☐ Lids are provided for all containers not in use.
- ☐ Containers, cylinders and tanks are secured to a fixed object, on a cart, nested or in a rack.
- ☐ Incompatible materials are separated by minimum 20 feet, non-combustible barrier, storage cabinet or gas cabinet.
- ☐ Self-closing, metal cans are provided for oil soaked cloth or materials susceptible to spontaneous ignition.

#### Storage & Housekeeping

- ☐ Storage is neat and orderly.
- ☐ 2 foot clearance is maintained between the ceiling and combustible storage in non-sprinklered buildings or 18 inches below sprinkler deflectors in sprinklered buildings.
- ☐ Combustible material is not stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- ☐ Combustible rubbish or waste material container exceeding 5.33 cubic feet (40 gallons) is noncombustible with noncombustible lid.

Additional Requirements may apply